



MCAD 403(b) Retirement Plan Waiver

I understand that new employees who have met all of the following three criteria are eligible to receive credit for one or two years towards the two-year service requirement for beginning participation in MCAD's 403(b) Retirement Plan.

1. Worked at a an institution of higher education as described in Section 170(b)(1)(A)(ii) of the Code, the United States government or any agency, any state or political subdivision of a state or any agency or instrumentality, or any non-profit organization described under Section 501(c)(3) of the Code
2. Worked there for a minimum of 1,000 hours a year for one or two years (without a break in employment or a reduction in hours)
3. Worked there immediately prior to employment with MCAD

Yes, I believe I am eligible for one year of credit, and I will get documentation.

Yes, I believe I am eligible for two years of credit, and I will get documentation.

I understand I must obtain a statement to that effect from my former employer before I may receive the credit. Please obtain a confirmation letter from your previous employer on their letterhead stating that all three criteria have been met.

No, I am not eligible.

For Employee with prior employment at MCAD, please complete the following: As a previous MCAD employee, I have been previously eligible for TIAA (TIAA-CREF) 403(b) Retirement Plan - 365671

Yes

No

Name _____ Date: _____